



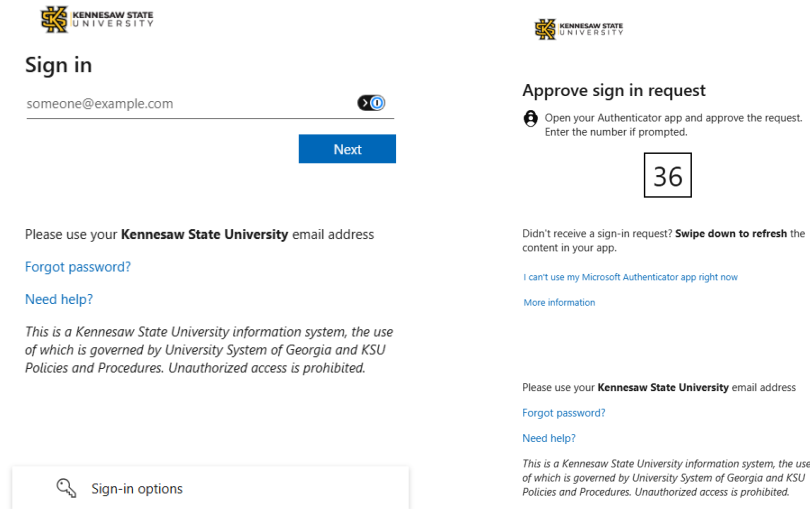
Academic Door Access Requests by CRN in Decisions User Guide

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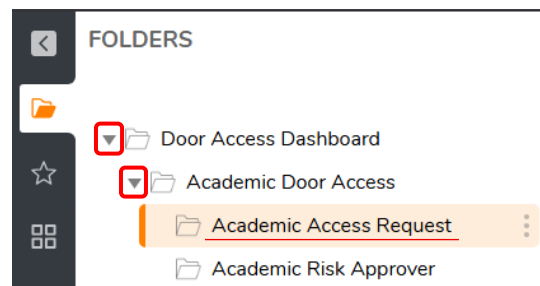
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Logging in and Navigating Decisions

1. In your web browser, navigate to decisions.kennesaw.edu. **This page can only be accessed while on campus with KSU Wi-Fi, or while using the VPN if you're off campus. To download the VPN, please visit <https://uits.kennesaw.edu/vpn/index.php>.**
2. If you aren't already signed in, you will be presented with a KSU sign-in page and required to complete a 2-factor prompt with Microsoft Authenticator.



3. In the navigation menu on the left, click the arrows next to the **Door Access Dashboard** and **Academic Door Access** to expand the folders, then click **Academic Access Request** to reach the Access Request page.



How to Submit a CRN Door Access Request

Step 1: On the **Academic Access Request** page, click the **Submit New Request** button on the top right.

Step 2: The Academic Access Request Form will open. Clicking the drop-down arrow in the first field will display which CRNs you can request access for.

If your list is empty or is missing a specific major code, send an email to dooraccess@kennesaw.edu with the major code(s) you would like to be able to request access for.

Step 3: In the first field, type the *CRN*, *major code*, *course number*, or *name* of a course. The course information for any matching courses will appear in the list.

Step 4: Click on one of the matching courses to add to your request. If multiple courses / sections need access to the same set of rooms, you may add multiple CRNs to the form.

The screenshot shows the 'Academic Access Request Form' with a dropdown menu open. The dropdown lists several Accounting I courses with their CRNs and section numbers. A red bracket highlights two different CRNs (84332 and 84334) for the same course name and section number, indicating that multiple CRNs can be added for the same class.

CRN	Course Name	Section Number
CRN 84332	Accounting I	ACCT 2101 - Principles of Accounting I
CRN 84334	Accounting I	ACCT 2101 - Principles of Accounting I
CRN 84339	Accounting I	ACCT 2101 - Principles of Accounting I
CRN 84343	Accounting I	ACCT 2101 - Principles of Accounting I
CRN 84345	Accounting I	ACCT 2101 - Principles of Accounting I
CRN 84350	Accounting I	ACCT 2101 - Principles of Accounting I
CRN 84363	Accounting I	ACCT 2101 - Principles of Accounting I
CRN 84369	Accounting I	ACCT 2101 - Principles of Accounting I
CRN 84371	Accounting I	ACCT 2101 - Principles of Accounting I

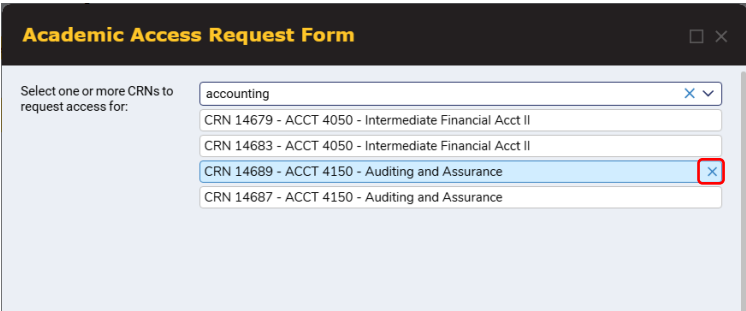
Two different CRNs with the same name, course number and major code are different sections of the same class.

You can also add a list of CRNs to the form all at once by clicking the **BULK CRN ENTRY** button. Copy and paste the list of CRNs into the form, then click **LOAD**.

The screenshot shows the 'BULK CRN ENTRY' dialog box. It contains a text area with a list of CRNs entered on separate lines. A 'LOAD' button is at the bottom right of the dialog.

CRN
84332
84334
84339
84343
84345
84350
84363
84369
84371

To remove a course you have already added, hover over the course in the list, then click the x button on the right.



Academic Access Request Form

Select one or more CRNs to request access for:

accounting

CRN 14679 - ACCT 4050 - Intermediate Financial Acct II

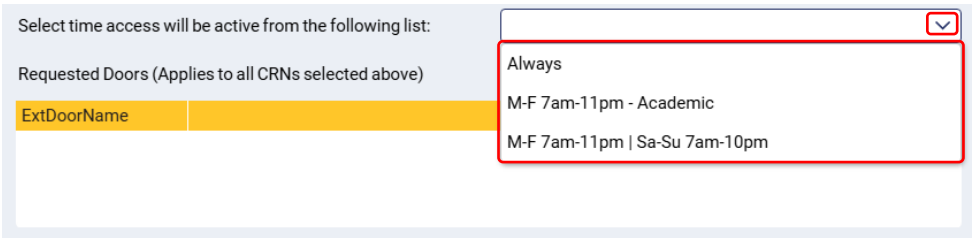
CRN 14683 - ACCT 4050 - Intermediate Financial Acct II

CRN 14689 - ACCT 4150 - Auditing and Assurance

CRN 14687 - ACCT 4150 - Auditing and Assurance

- Step 5:** Select the days of the week and time ranges that the students will be allowed to access the spaces. The options are described below:
- a. Always: Students in the selected courses will be able to open the requested spaces on any day, at any time. Choose this option if the students require **24/7** or **overnight** access.
 - b. M-F 7am-11pm: Students will be able to open the requested spaces from 7am to 11pm, Monday through Friday, following the typical academic building schedule.
 - c. M-F 7am – 11pm | Sa-Su 7am – 10pm: Same as above but including **weekend** access from 7am – 10pm.

Access will still be restricted to the building's opening schedule. See [Step 8](#): for more details.



Select time access will be active from the following list:

Requested Doors (Applies to all CRNs selected above)

ExtDoorName

Always

M-F 7am-11pm - Academic

M-F 7am-11pm | Sa-Su 7am-10pm

Step 6: To add rooms; click **ADD ROW**, select the campus, building, and room, then click **OK**.

- **Multiple Doors into a Room:** When a room has several doors, each door is labeled **_A, _B, _C**, etc. If you want the students to have access to every door into a space, you should add each one the request manually.
- **Elevated Risk Spaces:** Doors for elevated risk spaces are labelled **-ER**. Additional approval is required before that space can be granted. Approval is obtained automatically as part of the workflow.

The first screenshot shows the 'Add Door Access' form with the 'Campus' dropdown menu open, displaying options: Kennesaw Campus, Marietta Campus, Paulding, and TEST CAMPUS. The second screenshot shows the 'Building' dropdown menu open, displaying options: english and English Bldg. The third screenshot shows the 'Room' dropdown menu open, displaying a list of rooms including EB:048 Electrical, EB:049 Mechanical, EB:050B-UL Exterior Door, EB:052B Janitorial, EB:053-UL CL, EB:055-060-HK Suite, EB:055A Office, EB:055B Office, and EB:055C Office.

Step 7: In the **Access Justification** field, briefly explain why you are requesting this access. If the space(s) requested require additional approval, the approver will be sent this justification.

Step 8: Any additional requests not covered by the form - such as building exterior access - can go in the Other Needs or Requests area. **If your students will require access outside of the normal opening schedule for that building, request building access in this field.**

Step 9: Review the information in the form. When you are ready to finalize, click **Submit**. You will receive an email notification that the request has been submitted. A separate case number is generated for each door you selected on the form.

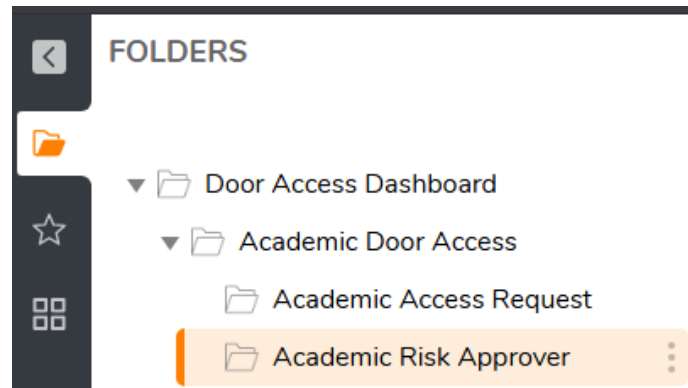
The screenshot shows the 'Access Justification' field with the placeholder text 'Please specify why this access is needed' and the 'Other Needs or Requests' field with the placeholder text 'Please enter comments here...'. A blue arrow points from the text 'Required' to the 'Access Justification' field. Another blue arrow points from the text 'Optional. Put requests for building access here, if needed.' to the 'Other Needs or Requests' field. At the bottom right, there are two buttons: 'CANCEL' and 'SUBMIT'.

Once all necessary approvals are obtained, a Door Access team member will review the request, then grant it if no changes are needed. You will receive an email notification that the request has been completed. Access is granted instantly, but the students must update their Talon cards before the access is usable. If your request is denied, a Door Access team member will reach out to you soon to discuss your options.

Approving an Academic Access Request as an Elevated Risk Approver

Some spaces across campus are designated as high-risk spaces and require additional approval by a specific approver before they are granted. Follow the instructions below to give elevated risk approval for an access request.

1. Navigate to the **Academic Risk Approver** page using the menu on the left.



2. You will see the **Risk Approver Dashboard**. All open requests needing your approval as an elevated risk approver will be displayed here. Click on the case number for a request you want to view.

The screenshot shows the 'RISK APPROVER DASHBOARD' with a 'Pending Requests' tab. The dashboard contains a table with the following data:

	Action	State
1	00001619	Elevated Risk Approval
2	00001621	Elevated Risk Approval

3. The **Review Form** window will open. Review the details of the request, paying special attention to the:
 - Course Information
 - Instructor
 - Submitter
 - Access Justification
 - Space Requested
 - Time Requested For (the days of the week the access will be active).

The screenshot shows a 'Review Form' window with a dark header. Below the header is a yellow bar labeled 'Request Details'. The form contains the following information:

CRN:	14462	Instructor:	essvendor@kennesaw.edu
Subject:	ACCT	Course Number:	2102
Title:	Principles of Accounting II		
Access Justification :	Test multiple doors	SubmittedBy :	rcarte69@kennesaw.edu

Below the table is a 'Comments:' field. Further down, a red box highlights the following details:

Space Requested:	SO:4007b CL
Time Requested For:	Always

Below this red box is the text: (Requested access will end at the end of the semester.)

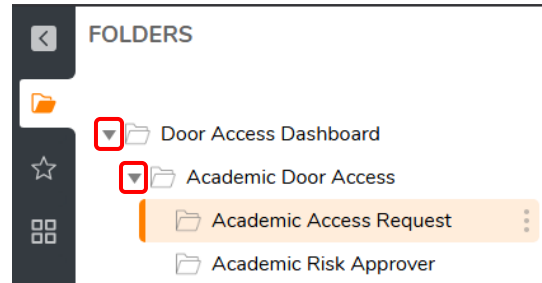
At the bottom right of the form are two buttons: 'DENY' and 'APPROVE', both highlighted with a red box.

4. If you are satisfied with the information and justification, click **APPROVE** to give your approval. Otherwise, put your reasons for denial in the **Comments** field, then click **DENY**. An email notification of the denial with your comments will be sent to the requester.

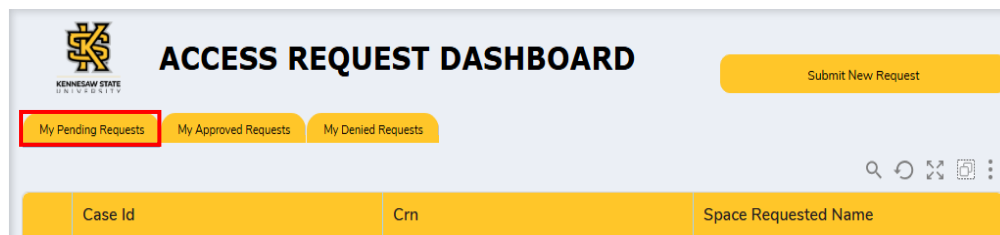
Checking the Status of an Academic Access Request

You can check the status of any request you submitted by following the instructions below.

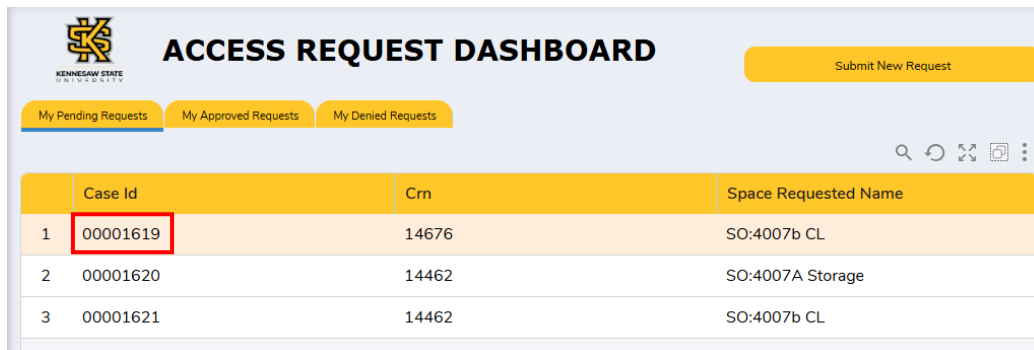
1. Navigate to the **Access Request** dashboard, by using the menu on the left.



2. To view open requests you submitted, Click on the **My Pending Requests** tab.



3. Here you can see all your open requests that are pending approval.
Click on a Case ID in the first column to view detailed information on your request.



4. The status of the request will be shown at the top of the window.

Door Access Request Details

Submitted Supervisor Review Risk Approver Review Door Access Review

Request Details

KSU ID #:	000111222	Name :	Test User
KSUID Department :	BSC-AUX-Access Control	Supervisor KSUID :	
Supervisor Email :	essvendor@kennesaw.edu	Submitted By :	tuser@kennesaw.edu
Access Justification :	Test	Start Date :	9/20/2024 8:52:57 AM
		Expiration Date :	1/1/9999 12:00:00 AM

Comments :

Access Requested

Department	Access Group	Campus	Building	Room
A.T.O.M.S. Center	ATOMS Employee			

Approval Information

Approver Level	Name	Status	Comments	Approved Date
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5. Click the withdraw link to withdraw any open request before final approval.

KENNESAW STATE UNIVERSITY

Door Access Dashboard > Access Request

ACCESS REQUEST DASHBOARD

My Pending Requests My Approved Requests My Denied Requests

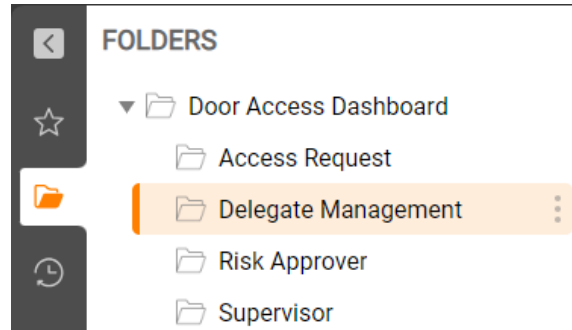
	Case Id	Action	Submission Date	Submitted By	KSU ID	KSUID Department	Supervisor Email
1	C000116	Click to withdraw	9/20/2024 8:53 AM	tuser@kenn...	000111222	BSC-AUX-Access Control	essvendor@kennesa...
2	C000117	Click to withdraw	9/20/2024 8:53 AM	tuser@kenn...	000111222	BSC-AUX-Access Control	essvendor@kennesa...

6. You can also view completed and denied requests that you have submitted by clicking on their respective tabs.

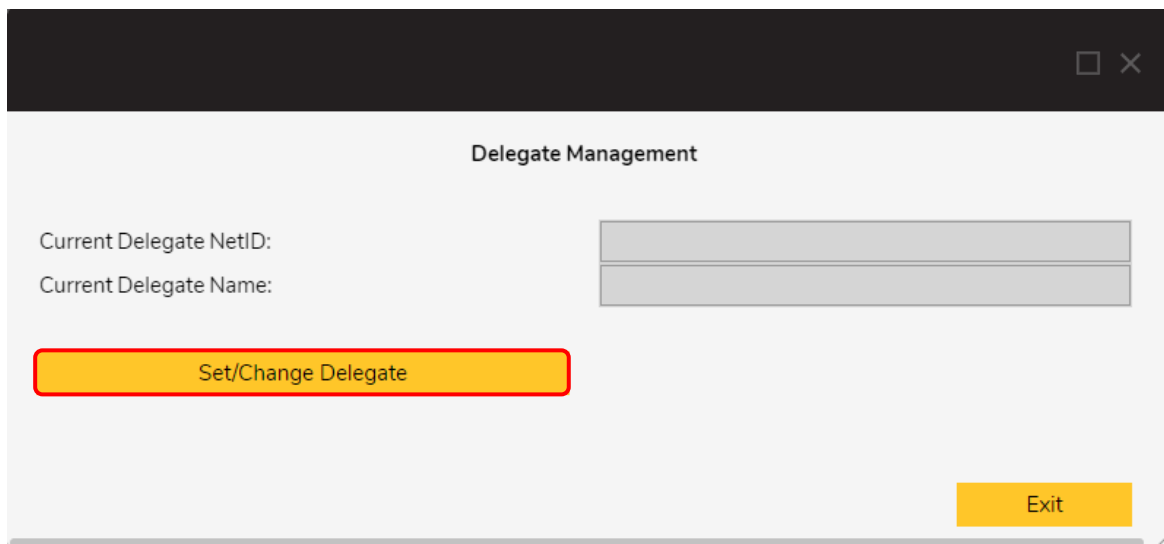
Setting and Removing a Delegate

Follow the steps below allow a person to approve or reject access requests on your behalf.

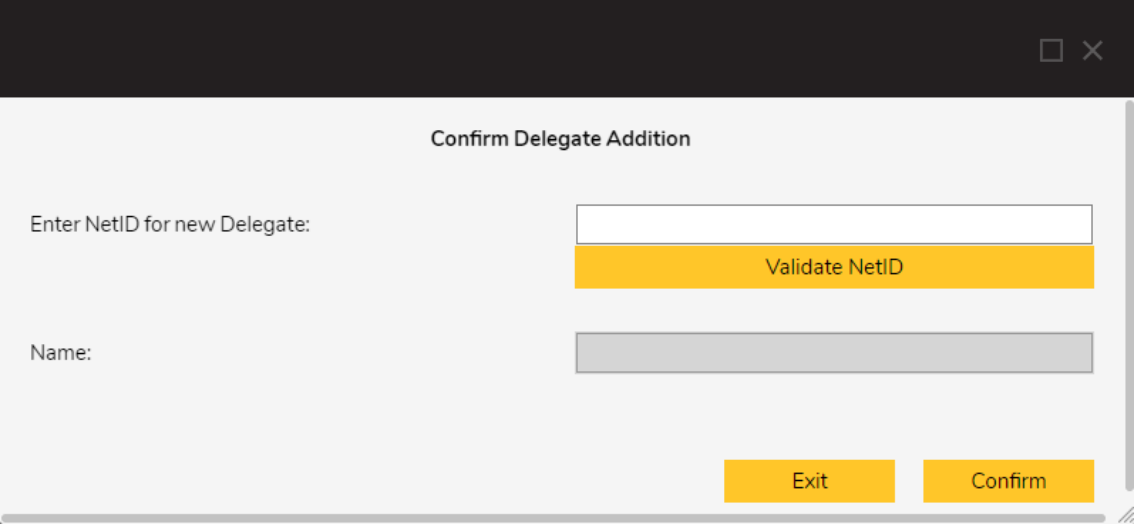
1. Navigate to the **Delegate Management** page from the navigation menu on the top left.



2. From the delegate management page, click on **Create Delegation** in the top right corner. The Delegate management window will open. Your current delegate's NetID and name are visible here. To set or update your delegate, click **Set/Change Delegate**.

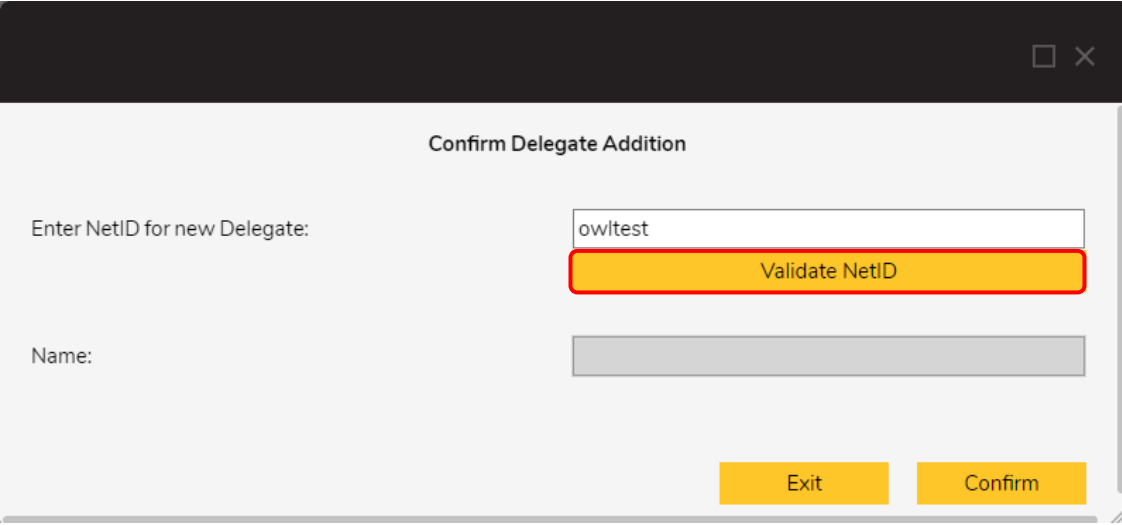


3. The **Confirm Delegate Addition** window will open.



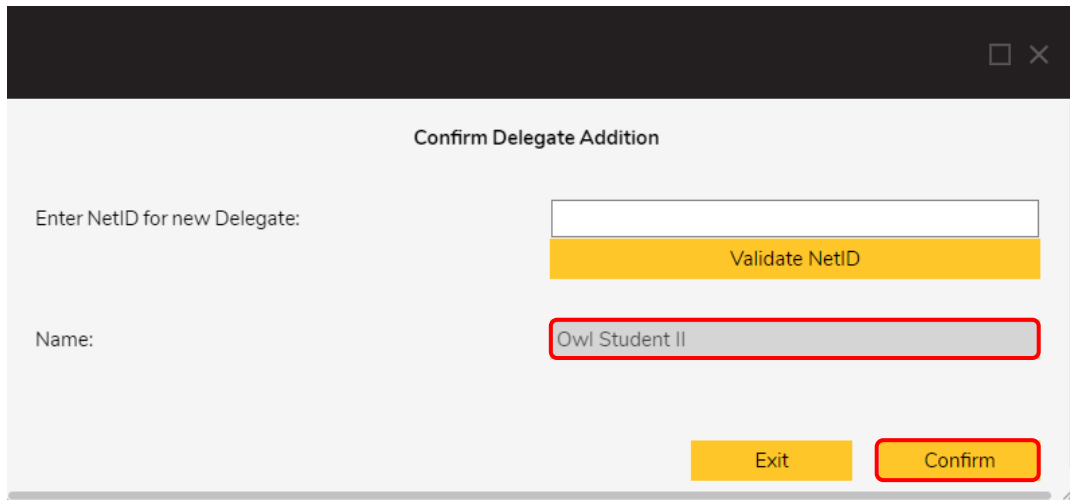
The image shows a window titled "Confirm Delegate Addition". It has a dark header bar with a close button (X) in the top right corner. The main area is light gray. There are two input fields: "Enter NetID for new Delegate:" and "Name:". The "Enter NetID for new Delegate:" field is followed by a yellow button labeled "Validate NetID". The "Name:" field is followed by a gray button labeled "Confirm". At the bottom right, there are two yellow buttons: "Exit" and "Confirm".

4. Enter the exact NetID for the person you would like to delegate your approvals to, then click **Validate NetID** to check that you have the right person



The image shows the same "Confirm Delegate Addition" window, but now the "Enter NetID for new Delegate:" field contains the text "owltest". The yellow "Validate NetID" button is highlighted with a red border. The "Name:" field is still empty. The "Exit" and "Confirm" buttons are still present at the bottom right.

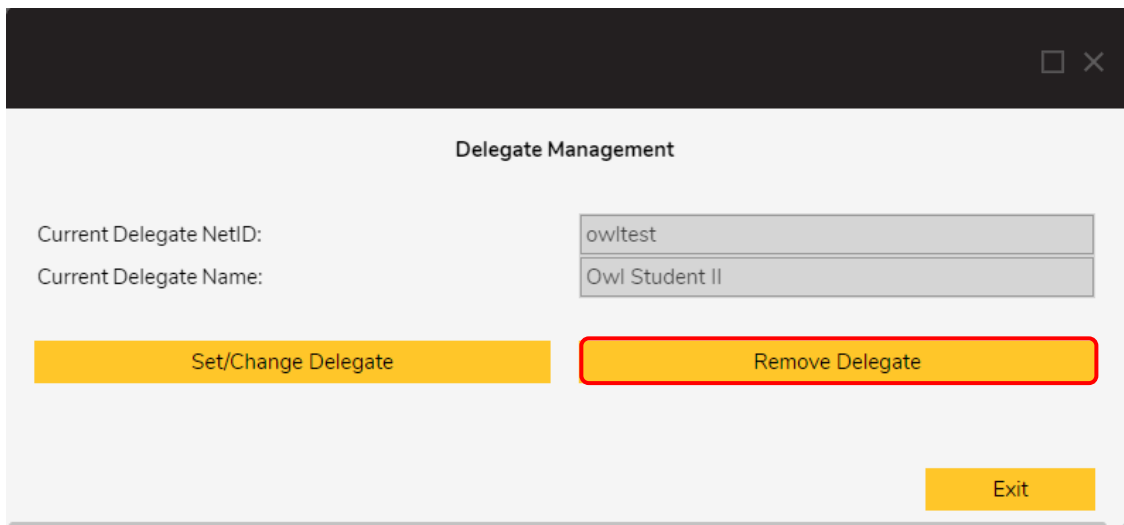
5. Their full name will populate below. Verify the name of the person, then click **Confirm** to finalize your selection, you will see a message indicating your delegate was successfully set.



A dialog box titled "Confirm Delegate Addition" with a dark header bar containing a close button. The main area is light gray. It contains two input fields: "Enter NetID for new Delegate:" with a text box and a yellow "Validate NetID" button below it; and "Name:" with a text box containing "Owl Student II" which is highlighted with a red border. At the bottom right are two yellow buttons: "Exit" and "Confirm", with "Confirm" also having a red border.

All future approvals that would normally go to you will instead be sent to the person you set as your delegate. Any pending approvals will also be reassigned to them.

6. To remove your current delegate without setting a new one, click **Remove Delegate** in the delegate management window.



A dialog box titled "Delegate Management" with a dark header bar containing a close button. The main area is light gray. It contains two input fields: "Current Delegate NetID:" with a text box containing "owltest"; and "Current Delegate Name:" with a text box containing "Owl Student II". At the bottom are three yellow buttons: "Set/Change Delegate", "Remove Delegate" (which has a red border), and "Exit".